



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, D.C. 20240

MAR 21 2005

Memorandum

To: Bureau Directors
Director, National Business Center

From: Nina Rose Hatfield *N. Hatfield*
Deputy Assistant Secretary – Business Management and Wildland Fire

Subject: Request for FY04/FY05 DOI Work Activity Output Data

Throughout FY04/FY05, we have been working with your Activity Based Cost Management (ABC/M) Program Management staff to resolve issues regarding how the Department's ABC/M System collects cost information from your financial systems on a daily basis. We believe we have worked through these issues and are now prepared to address how the ABC/M system processes work activity output data.

Accordingly, **we request that you provide workload output counts against the DOI Work Activity Outputs for FY04 and the first two quarters of FY05 by Friday, April 15, 2005.** The file format for this data is attached to this memorandum, and was distributed to your ABC/M Program Managers and the Department's Activities Oversight Team (AOT) on March 3, 2005. The output data can be sent to us in either a Microsoft Excel file, or a text file. Starting in April, we will request the bureaus to use the work activity output component contained in the cost module of the Department's ABC/M System to provide work activity output data on a monthly basis (as applicable). Collecting the workload data on a monthly basis will allow us to test the capability of the ABC/M System to produce viable unit cost reports and perform monthly trend analysis against workload data, where such data exists.

We realize that you may not have collected workload data for FY04, but we would like you to provide us with what you have collected, although the data may not be complete. Also, if you find that you cannot provide any workload data, we would like to discuss it with you to assure that the situation has been corrected.

The workload data should be provided directly to Stephanie Taylor, DOI ABC/M System Developer, at the NBC. She can be contacted at (703) 390-6677, e-mail Stephanie_Y_Taylor@nbc.gov and can answer your questions concerning the workload file format.

I appreciate your continued assistance in refining our ABC/M System and processes.

Attachment

cc: ABC Steering Committee
Activities Oversight Team
Performance Management Council